

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

DIVISION 14

TAILGATE SAFETY MEETING PLAN & REPORT

Part I GENERAL INFORMATION

Unit: _____	Date & Time _____
Worksite Location(s): _____ <small>(county, route #, bridge #, other)</small>	
Type of Work: _____	
Meeting Conducted By: _____	

Part II SUPERVISOR SAFETY PLAN

1) Work Plan

2) Equipment and Tools Needed

3) Initial Hazard Assessment

- | | |
|---|---|
| <input type="checkbox"/> Backing | <input type="checkbox"/> Hazardous Atmosphere |
| <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Eye Protection |
| <input type="checkbox"/> Trenching & Excavation | <input type="checkbox"/> Uneven Terrain |
| <input type="checkbox"/> Confined Spaces | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Lifting | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Hazardous Materials | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Noise Exposure | <input type="checkbox"/> _____ |

4) SOP's Needed

5) PPE Needed

6) Other Reference Mat'l Needed

Part III TAILGATE MEETING

Describe Adjustments to Work Plan

Equipment and Tools Provided

Onsite Hazard Assessment

SOP's Reviewed

- ☐
-
- ☐
-
- ☐
-
- ☐

PPE Provided

- ☐
-
- ☐
-
- ☐
-
- ☐
-
- ☐
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- ☐
-
- ☐
-
- ☐

Other Reference Mat'l Provided

- ☐
-
- ☐

Part II cont. SUPERVISOR SAFETY PLAN

7) Traffic Control

8) Other Topics of Concern

Part III cont. TAILGATE MEETING

Describe Adjustments to Traffic Control

Other Topics Addressed

Part III cont.

TAILGATE MEETING

Attendees:

Assignment:

Crew Comments:

9

7

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Part IV

POST OPERATION EVALUATION

Observations:

Near Misses:

Follow Up Needed:

[illegible][illegible][illegible]

Part V

SIGNATURE

Crew Leader Signature:

Date:

Instructions:

1. Supervisor and Crew Leader complete Parts I&II when the day's work is being planned.
2. Crew Leader completes Part III while conducting Tailgate Safety meeting at the worksite.
3. Crew Leader completes Parts IV&V at the end of the day.
4. Maintain a file copy for 90 days.